

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>5.48</u>
SUBJECT: <b>HONOR GUARD</b>	EFFECTIVE DATE <u>01/01/06</u>
PROPONENT: <u>Jeff Lyons, Public Information Officer</u> <i>Name/Title</i> <u>Commissioner's Office 271-5602</u> <i>Office Phone #</i>	REVIEW DATE <u>10/01/07</u> SUPERCEDES PPD# <u>5.48</u> DATED <u>09/01/03</u>
ISSUING OFFICER:          <u>William Wrenn, Commissioner</u>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. PURPOSE:  
To establish and maintain an Honor Guard Team for the New Hampshire Department of Corrections.
- II. APPLICABILITY:  
To all staff
- III. POLICY:  
It is the policy of the Department of Corrections to establish and maintain an Honor Guard Team comprised of specially selected, trained and equipped personnel. This team will be an integral part of the Department of Corrections. The Honor Guard Team shall be prepared to respond when and where requested by the Commissioner, Assistant Commissioner and the Wardens.
- IV. PROCEDURES:
- A. Events appropriate for the utilization of the Honor Guard Team include, but are not limited to:
    1. Funerals
    2. Color Guard details
    3. Graduations
    4. Parades
    5. Employee recruitment events
  - B. The Honor Guard Team will be organized in the following manner:
    1. Director appointed by the Commissioner
    2. Commander
    3. Team Members
  - C. Selection and Retention of Personnel

1. The Honor Guard will be comprised of Corrections Officers who have volunteered, meet the standards set forth herein and who demonstrate the motivation and ability necessary for successful team participation. Selection, training and retention of Honor Guard members in all designated positions is critical to the team's ability to accomplish assigned details. The administrators, in the assignment of regular duties consider participation in the Honor Guard.
  2. Continued participation, as a member of the Honor Guard Team will not be automatic. Members are expected to maintain themselves at an acceptable level and participate and pass a physical fitness test (the Cooper Institute test) at a minimum 35<sup>th</sup> percentile level every three (3) years.
  3. Any team member receiving disciplinary action against them will notify the Director or Commander immediately. The team member will have the opportunity to address the whole team for explanation. After a team discussion, a majority vote will determine whether or not the person will be retained.
  4. One year of employment with the Department of Corrections is mandatory for each team member.
- D. Training
1. Training will be comprised of 32 hours of mandatory training per fiscal year for each team member. Absence from training or functions will be granted from the Director or Commander and all unexcused absences will result in suspension from all functions until the next team practice. A second offense will result in the immediate removal from the team.
  2. It is the responsibility of each team member to participate in all training. Failure to attend and participate in required training may be cause for removal.
  3. All team members must also complete all required in-service training as defined in PPD 4.01 "Department of Corrections Training Policy/Program."
- E. The department will provide for the purchase of uniforms and equipment. The Honor Guard uniform will be worn in accordance with PPD 2.20, "Corrections Officers' Uniforms."
- F. Honor Guard pins will be worn as part of the regular duty uniform as referenced in PPD 2.20, "Corrections Officers' Uniforms", under specialty pin: team membership section.

#### REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition. Standards

Standards for Adult Correctional Institutions  
Fourth Edition. Standards

Standards for Adult Community Residential Services  
Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services  
Third Edition. Standards

Other

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